

<b>Title</b>	<b>Carry out appraisal of a vehicle or machine in the automotive industry</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>4</b>

<b>Purpose</b>	People credited with this unit standard are able to: ascertain details of a vehicle or machine; appraise a vehicle or machine; and finalise the appraisal of a vehicle or machine.
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<b>Classification</b>	Motor Industry > Automotive Administration
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation relevant to this unit standard includes but is not limited to – Consumer Guarantees Act 1993; Health and Safety at Work Act 2015.
- 2 Definition  
*Company requirements* refer to instructions to staff on policy and procedures which are documented in memo or manual format and are available in the workplace. These requirements include but are not limited to – company specifications and procedures, work instructions, manufacturer specifications, product quality specifications, and legislative requirements.
- 3 This unit standard applies to appraising a vehicle or machine for all sectors of the automotive industry.

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### Outcomes and performance criteria

#### Outcome 1

Ascertain details of a vehicle or machine.

#### Performance criteria

- 1.1 The purpose of the appraisal is established with the supervisor and/or customer in accordance with company requirements.
- 1.2 Ownership, and vehicle or machine details are entered on the appraisal form in accordance with company requirements.

#### Outcome 2

Appraise a vehicle or machine.

**Performance criteria**

2.1 Safe working practices are observed throughout the appraisal in accordance with legislative requirements.

Range personal safety; safety of others; vehicle or machine safety.

2.2 Vehicle or machine condition is inspected in accordance with company requirements.

2.3 Any defects or servicing requirements are recorded in accordance with company requirements.

Range may include but is not limited to – repair or renew; all defects or servicing requirements that require immediate attention to remedy so that the vehicle or machine is in safe and operational or usable condition consistent with age, application, usage, or distance travelled.

**Outcome 3**

Finalise the appraisal of a vehicle or machine.

**Performance criteria**

3.1 All appraisal information and the final costing are determined and recorded in accordance with company requirements.

Range includes but is not limited to – repairs and servicing required; cleaning, valet or preparation work required.

3.2 The finalised appraisal meets company requirements.

<b>Planned review date</b>	31 December 2023
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	1 October 1993	31 December 2020
Review	2	4 October 1996	31 December 2020
Review	3	30 August 1999	31 December 2020
Review	4	25 June 2007	31 December 2020
Review	5	30 August 2018	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0014
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

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**Comments on this unit standard**

Please contact MITO New Zealand Incorporated [info@mito.org.nz](mailto:info@mito.org.nz) if you wish to suggest changes to the content of this unit standard.